

## **Minutes of the Finance Committee**

**Wednesday, June 2, 2004**

Chair Haukohl called the meeting to order at 8:46 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bonnie Morris, Ken Herro, and Joe Marchese. Jim Behrend arrived at 8:50 a.m., Don Broesch arrived at 8:54 a.m., and Genia Bruce arrived at 9:00 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, County Board Supervisor Andy Kallin, Medical Examiner Lynda Biedrzycki, Senior Financial Analyst Mike Baniel, Collections & Business Services Manager Sean Sander, Parks Systems Manager Jim Kavemeier, Senior Financial Analyst Clara Daniels, UW-Extension Director Marcia Jante, Engineering Services Manager Gary Evans, Senior Civil Engineer Paul Barthel, and Information Systems Manager Mike Biagioli.

### **Approve Minutes of May 19, 2004**

MOTION: Marchese moved, second by Herro to approve the minutes of May 19. Morris advised of a typographical error. Motion carried 4-0 as corrected.

### **Schedule Next Meeting Dates**

Haukohl said the next Finance Committee meeting is scheduled for June 16<sup>th</sup>. Broesch, Behrend, and Bruce will not be in attendance.

Behrend arrived at 8:50 a.m.

### **Announcements**

Morris said a Taxpayer's Bill of Rights (TABOR) Statewide Forum will be held on June 9 from 6:30 p.m. to 9:30 p.m. via the Educational Television Network (ETN) at various sites throughout the state including Milwaukee, Madison, and Racine. Haukohl said former Governor Lee S. Dreyfus will relay his views on TABOR on June 3 at 10:00 a.m. in the County Board Room. Mader distributed information on the above two events.

Broesch arrived at 8:54 a.m.

### **Meeting Approvals**

MOTION: Broesch moved, second by Behrend to approve mileage for any committee members wanting to attend the TABOR Statewide Forum via ETN on June 9. Motion carried 5-0. (Herro was absent for the vote).

Bruce arrived 9:00 a.m.

MOTION: Behrend moved, second by Broesch to approve mileage for any committee members wanting to attend former Governor Lee S. Dreyfus' discussion on TABOR on June 3 in the County Board Room. Motion carried 6-0. (Herro was absent for the vote).

**Ordinance 159-O-021: Modify Waukesha County Medical Examiner 2004 Budget for Office Workstation Expenses**

Biedrzycki discussed the ordinance as outlined which involves transferring \$29,000 from other departmental appropriations to upgrade furniture in the Medical Examiner's Office. Vacancy in the department has resulted in a total estimated savings of approximately \$42,000. Biedrzycki said the current furniture is pre 1990. They did not get new furniture when they moved into the Justice Center years ago, unlike the Sheriff's Department. Furthermore, the department got a new position last year.

MOTION: Morris moved, second by Broesch to approve ordinance 159-O-021. Motion carried 7-0.

**1<sup>st</sup> Quarter Status Report on Collections**

Sander reviewed his report entitled "Collection Division Delinquent Collection / Referral Analysis: 2004 Three-Month Report." Sander said total 1<sup>st</sup> quarter collections increased 12.5% from 2003 and 28.1% from 2002. Tax intercept collections totaled \$431,722 versus \$349,273 in 2003. Sander noted that 1,735 tax intercept payments were received on accounts in 2004 versus 1,329 in 2003. New County revenue sources identified / implemented in prior years by Collections have resulted in \$381,118 of additional revenues for Waukesha County during the 1<sup>st</sup> quarter of 2004. The Collections Division serves 19 municipal entities. New municipal customers in 2004 include Lake Country Municipal Court, Town of Waukesha, and Town of Summit.

**Ordinance 159-O-017: Waukesha Land Conservancy Partnership Acquisition – Alan Kelling Property**

Kavemeier discussed this ordinance which involves purchasing a 147-acre property in the Village of Menomonee Falls. He distributed maps, pictures, and miscellaneous information on the property. The property is identified in the County's adopted Park and Open Space Plan. Mader said the Parks and Land Use Committee approved this ordinance 6-0. Some members had questions pertaining to the upland woods portion of the property and whether that could be developed.

The Waukesha Land Conservancy, a non-profit conservation organization, has requested assistance to acquire the property which has a selling price of \$500,000. The Conservancy has requested that the County contribute \$76,500 of the total acquisition cost with the Conservancy providing \$76,500, the Village providing \$75,000, and the State of Wisconsin \$272,000. Funds are available in the County's Tarmann Parkland Acquisition Fund for the County's portion. Kavemeier noted the appraised value was \$544,000. The Conservancy will be responsible for maintenance of the site.

MOTION: Marchese moved, second by Behrend to approve ordinance 159-O-017. Motion carried 7-0.

**Ordinance 159-O-020: Authorize the Waukesha County University of Wisconsin Extension Nutrition Coalition to Accept Roundy's Inc. Grant and to Authorize Additional Expenditure Appropriations for the Costs Involved in Expanding Farmers' Markets Collections of Excess Produce and Establishing a Garden for Low-Income Youth**

Jante discussed this ordinance as outlined which involves accepting a \$15,000 donation / grant from Roundy's Inc. to the UW-Extension Nutrition Coalition. This will allow the Coalition to expand their outreach education to an additional farmer's market in Menomonee Falls in order to educate participants about good horticulture and nutrition practices and encourage donations of excess produce to local food pantries. In addition, a new garden will be developed at the Saratoga School grounds for educational purposes for low-income youth and to share the produce with others.

Jante noted that the youths will be making homemade salsa and selling it at the farmer's market. Morris asked if they would be working with the County's Environmental Health Division due to prepared food being sold whereby Jante said yes.

Herro referred to the new Roundy's development in the Town of Summit and said if this was "blood money" we're better off not accepting it. He said Roundy's claims to care about the community but Herro disagreed whereby he talked of diesel fumes and low paying jobs. Haukohl felt these issues should be looked at separately.

MOTION: Marchese moved, second by Bruce to approve ordinance 159-O-020. Motion carried 7-0.

**Ordinance 159-O-019: Transfer of Funds for Highway Project – CTH DR**

Evans and Berthold were present to discuss this ordinance which involves transferring \$45,000 from the Highway fund balance to Capital Project 9316 (CTH DR, Bark River Bridge). The additional appropriation will increase the total project cost from \$443,000 to \$488,000 and is driven mainly by the need to extend the bridge pilings deeper than what was originally anticipated. Evans discussed this project in detail and the various issues they encountered which caused the increase in cost. The Highway Operations Fund balance is currently \$935,000.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-019. Motion carried 7-0.

**Information Systems Updates on the Protect and SACWIS Programs and the Environmental Health Database System**

Biagioli discussed the Environmental Health Database System. He advised that one staff member in the Information Systems Division supports this system and this person was out on emergency medical leave when the problems arose. A consultant was recently brought in to diagnose the problem and put corrective actions in place. Biagioli said they are adding some additional database logs which will allow staff to log and track all additions, changes, and deletions to the database. It will also have an online backup. Information Systems and Parks & Land Use Department staff will monitor these logs when problems occur which will help them catch any user mistakes or any application bugs and allow them to fix the problems. At this point they don't know why the problems are occurring and they cannot duplicate them. Biagioli said he hopes the problems will be rectified within five or six weeks.

Biagioli said the SACWIS System in the Health & Human Services Department is scheduled to go live with the State on June 28. The State has no contingency plan, whether or not the County is ready. For Waukesha County, there are several automated systems that need to interface with SACWIS because it will reside on the County's system. Biagioli said the amount of manual

interface to be done on our part between SACWIS and our PeopleLink System will require a significant amount of effort. Some interfaces are on track and are scheduled to be done prior to June 28 while others are in progress but will not be completed by June 28. A project plan to accomplish the remaining interfaces is currently being put together and will extend this out to the remainder of 2005. The complexity of this application and the issues associated with it has caused one of his key staff members to resign. This person has agreed, however, to stay with the project until July 15. Biagioli said other projects will have to be postponed and staff reassigned so work can continue on the PeopleLink interface. He said Administration Director Cummings and himself will be appearing at a future Finance Committee meeting with an amendment to the capital project because they need to reallocate a significant amount of funds in order to get these interfaces in place.

Biagioli said the PROTECT System in the District Attorney's Office was originally scheduled to go live on May 24. In early April, the State D.A. / I.T team, which developed PROTECT, brought back the change request that Waukesha County paid for. Biagioli said we paid \$41,000 for a scheduling system for the D.A.'s Office so they could manage the attorneys and their caseloads in an automated fashion which he has right now with the current IJIS System. He said to do this on paper would be difficult. However, staff were not satisfied with the scheduling system as it could not do what they had been told. The State D.A. / I.T. team agreed and said it would take a minimum of six to eight weeks to make the required modifications to the system to satisfy the County's D.A.'s Office. Due to this, there was no way to go live on May 24. Because there were also some problems on the Clerk of Courts end, the State agreed to postpone installing PROTECT in the D.A.'s Office until the correct IJIS-related module was finished and in place. The State believes this will be finished in mid-September, 2004. However, the scheduling module will be available for review by the D.A.'s Office tomorrow.

MOTION: Herro moved, second by Behrend to adjourn at 11:12 a.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris  
Secretary